

## **RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK**

**Welcome** to the City of Santa Barbara Recreation Afterschool Program (RAP) for grades 1-6. This handbook will assist you in preparing your child to have a great experience. It contains answers to many of the questions you have. Use this handbook as a reference. Information on other Parks and Recreation services and programs is in our *Activity Guide* which is available at the Parks and Recreation Office at 620 Laguna Street or online at [www.sbparksandrecreation.com](http://www.sbparksandrecreation.com)

The City sets high standards for this program in terms of safety, quality and fun. Our highly trained staff brings energy, enthusiasm, skills, intelligence and commitment to your child. Our staff is trained to supervise participants based upon the age, ability level, and special needs of participants. All Parks and Recreation Department staff in this program is certified in First Aid and CPR and has passed a criminal background check.

### **Program Phone Numbers**

On-going communication among staff, parents and participants is critical to your child. If at any time you need to share information, concerns, compliments or complaints, we encourage you to speak with on-site staff, and, please feel free to contact the Youth Activities Coordinator Terry Brown. To contact your child during program hours, call the Youth Activities Office who will arrange for you to contact your child.

Youth Activities Office	564-5495
Youth Activities Coordinator, Terry Brown	560-7552
Registration	564-5418
Parks and Recreation Office	564-5418
Inclusion Coordinator, Donna Glenn R.T.	564-5421

### **Program Hours**

Program hours vary by school. Hours are set by each school's principal and are limited to sixteen weekly per the California Community Care licensing laws.

**Cesar Chavez:** Monday, Tuesday, Wednesday, Friday 3-5; Thursday: 12:30-5:30

**Monroe:** Monday, Tuesday, Thursday, Friday 2:30-5:30; Wednesday 1:15-5:15

**Open Alternative:** Monday to Thursday 2:30-5:30; Friday 1:30-5:30

**Roosevelt:** Monday to Friday 2-5; Early release days: 11:30-2:30

**Washington:** Monday to Friday 2:30-5:30



### **Welcome Packet**

A *Welcome Packet* will be sent to you after we receive your completed *Registration Form* and about one week prior to the start of the program. It will include the following:

- *Welcome letter.*
- *Calendar* which lists activities planned for the session. We try to avoid schedule changes and apologize in advance for any unannounced schedule changes.
- Staff names and profiles.
- Participant pick up locations and procedures.
- Emergency action plan.

If you do not receive this packet, speak to your Recreation Program Site Director.

### **Participant Personal Items & Attire**

Each day, your child should bring to these items:

- A backpack containing his/her belongings.
- A healthful snack and drink that do not require refrigeration. We encourage the use of reusable containers to reduce trash and recycling materials whenever possible.
- Water in a resealable bottle.
- Attire and shoes appropriate to the school rules, daily activities, and the weather.
- Homework and supplies for doing homework: pencils, eraser, pencil sharpener, etc.
- A school recommended reading book.
- Sunscreen with SPF of at least 30.
- Any extra items needed for field trips or daily activities, for example, swimsuit and towel if swimming is part of the activity for the day.

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Participants shall not bring candy, gum, animals or toys unless given specific approval by program staff. When participants are asked to bring their own sports equipment, it must be in safe working condition. Participants are responsible for their personal possessions. The Parks and Recreation Department is not responsible for loss or damage to personal items brought to the program.

Label your child's possessions with his/her name. Labeled items have the greatest chance of being retrieved in the event they are lost or misplaced. All lost items not claimed by the end of the day will be forwarded to the school's lost and found.

### ***First Time Participants***

This recreation program is a terrific experience. However, sometimes in the imagination of a first time or younger participant, it can be a frightening. Here are some tips to help your child feel secure and enjoy their experience.

- Prepare your child by helping him/her to understand they are "going" rather than being "sent" to this recreation program.
- Have them attend the program with a friend.
- Review day's schedule of activities with them. Help them to understand what to expect.
- Discuss any special concerns you might have for your child with the Site Director.

### ***Sun Protection and Safety***

Because many program activities occur outdoors, participants are at risk for sunburn. Please have your child bring sunscreen each day and apply it before participating in outdoor activities. We recommend participants use sunscreen with a SPF of at least 30 that remains in effect after swimming or sweating.

### ***Medication***

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the participant can administer the medication without assistance or reminders, they will be allowed to do so. If not, the parent or guardian must make arrangements with program staff to have someone come to the program site to administer the medication.

### ***Illnesses***

For the protection of all participants and staff, any participants with an infectious illness or rash, should not attend the program. If staff becomes aware that a participant is sick, the parents or guardians will be called to immediately pick up the participant. It is imperative you discuss with the Site Director any current health conditions or recent treatments your child has had. You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to the program.

### ***Attendance and Absences***

We track participant attendance daily. To assist us with this, please notify us of planned changes to your child's normal attendance or pickup schedule.

### ***Sign-in and Sign-out Procedures***

Names of all adults authorized to pick up your child must be included on the *Registration Form*. Any adult authorized to sign your child out of the program, (parent, guardian or authorized person), must provide a picture I.D at sign-out. To have an adult not listed on the *Registration Form* pick up your child, the parent or guardian must provide a written note to the Site Director in advance. When picking up and dropping off your child, please be careful. Parking areas can be crowded with excited participants and others who may not be paying attention to their surroundings. Please read and follow the school's parking regulations.

**Pick-up schedule changes** - The pickup times and location may be different when your child will participate in a field trip. If you need to pick up your child early, call the Youth Activities Office.

**Late Pick-up Policy** - Please adhere to the agreed-upon pickup time arrangement. Parents, guardians or authorized adults picking up children late will be charged **\$5 for each 15 minutes** (or any portion thereof) that they are late. This fee must be paid at the time of pick-up. Late pick-ups may lead to removal of the participant from the program.

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### **Code of Conduct & Participant Conduct**

To ensure the quality of programs and public safety, we ask all program participants, staff, parents, spectators, coaches and volunteers to abide by this Code of Conduct:

- *All persons shall act with respect towards other persons for their privacy and safety.*
- *Physical or verbal abuse of any kind will not be tolerated.*
- *All persons shall treat public and private property and equipment with respect.*
- *Program rules and regulations shall be observed at all times.*

In addition, participants are required to abide by school and any site specific rules.

Our staff utilizes positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote and model appropriate behavior with clear guidelines and expectations. Inappropriate behavior by a participant will be addressed in a sensitive manner, and the participant will be redirected towards proper behavior. ***If a behavior becomes so disruptive that it is unacceptable, the participant will be placed on a Behavior Contract.*** The goal of this contract is not to remove your child from the program, but to change their behavior. ***However, if inappropriate behavior continues after the behavior contract is in place, the participant may be asked to leave the program.***

### **Aquatic Activities**

Field trips may be taken to City pools, beaches or other locations with water. When participants visit an aquatic environment, certified lifeguard(s) with rescue equipment will be present, and, our staff will give a safety and boundary orientation to participants. Staff will access information on beach advisories through the Beach Status Report from Santa Barbara County Environmental Health Services. Staff will adhere to the unsafe or beach closure rules and will select an alternative beach site as needed. Participants will not be allowed to enter the water at creek outlets.

### **Transportation of Participants**

Field trips to some of Santa Barbara's fantastic recreational and educational sites may be a part of the program. Some field trips may involve walking to a destination. When participants are transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. Our drivers possess a 'Class B' Commercial Drivers License with Passenger Endorsement. Staff is never allowed under ANY circumstances to transport participants in their personal vehicles. As required by law, seat belts will be worn at all times by staff and passengers.

***Participants must be well behaved and follow good passenger etiquette to enjoy the privilege of being transported in City vehicles.***



### **Emergencies**

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your *Permission to Authorize Treatment* from the *Registration Form* will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

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Each school has an evacuation plan and an alternative emergency location. The evacuation plan and alternative emergency location will be posted at each site. This plan may be implemented during a fire, natural disaster or other emergency. Staff will contact and follow the direction of emergency personnel or the school's administration during an evacuation. Staff's role will be to protect and support the participants through this difficult time. The Site Director will contact City Administration, parents and/or designated persons with information on your participant and how to be reunited. You may also contact the Youth Activities Office or the Parks and Recreation Office. KEYT-TV and 1250AM radio are the official media sources used by the City to relay information to the public.



### ***Child Abuse Policy: Mandated Reporting***

Parks and Recreation Department staff is legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident. (Penal Code Section 11164 et seq.)

### ***Refund Policy***

A 100% refund will be given for activities cancelled by the Parks and Recreation Department. Refund requests made prior to the start of an activity will be granted without explanation, and will be subject to a 10% service charge. Refund requests made during the course of an activity will be prorated and then subject to a 10% service charge.

### ***Session Payment Due Dates***

On-time payments are required for your child to participate. Session payments are due two weeks before the session begins as follows:

- Session 1 payment is due August 15, 2005
- Session 2 payment is due September 27, 2005
- Session 3 payment is due November 14, 2005
- Session 4 payment is due January 17, 2006
- Session 5 payment is due March 2, 2006
- Session 6 payment is due April 27, 2006